

CHAPTER 7: PBP HELP

GENERAL HELP

The **General Help** provides context sensitive help along with step-by-step instructions on using and advancing through the PBP system. It is available from most screens and is accessed by selecting the General Help option under the Help menu item, clicking on the



toolbar button, or pressing the <F1> key.

VARIABLE HELP

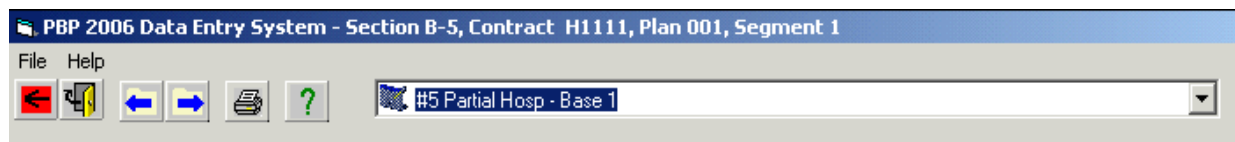
Individual variable help is available by right mouse clicking anywhere within a variable's frame.

BENEFIT DESCRIPTIONS

To review a brief Medicare benefits description of a specific Service Category/Subcategory, right mouse click on the label <RIGHT CLICK HERE FOR DESCRIPTION OF BENEFIT> after selecting that Service Category for data entry. This label is located on the first tab, Base 1, of each Service Category/Subcategory. Note that this description is not official Medicare policy.

NOTE: This function is only available for Section B.

SERVICE CATEGORY/SUBCATEGORY DESCRIPTIONS



To view a **broad** definition of a specific Service Category/Subcategory, select a Service Category for data entry, B1-B20, (B19 will **not** be available if Plan Type is HMO; and B20 is only available for Cost Plans NOT offering Medicare Part D) click on “Category Description” from the Help drop down menu.

SB CROSSWALK

Selecting the SB Crosswalk option from the HELP menu on the PBP 2006 Management Screen will open the Summary of Benefits (SB) Crosswalk document. The Adobe Acrobat Reader software is required to read this document. The software is available for free from www.adobe.com. The SB Crosswalk provides a detailed explanation of how each SB sentence is derived from the PBP variables.

CONTACT INFORMATION

Select the **Contact Information** option from the HELP menu on the **PBP 2006 Management Screen**.

PBP 2006 Contact Information

If you have any questions regarding the PBP Data Entry Software, BVT Tool, HPMS or any issues not mentioned below, please contact:

HPMS Help Desk
Email: hpms@nerdvana.fu.com
Phone: 1-800-220-2028

If you have any questions regarding the BPT Spreadsheets, please contact:

MA BPT Spreadsheet:	PD BPT Spreadsheet:
Diane Spitalnic	Ron McDonald
Email: dspitalnic@cms.hhs.gov	Email: rmcdonald2@cms.hhs.gov
Phone: 1-410-786-5745	Phone: 1-410-786-7515

If you have any questions regarding connection to the MDCN network, please contact:

MDCN Hotline
Phone: 1-800-905-2069

If you have any questions regarding your HITS User ID, please contact:

Don Freeburger
Email: dfreeburger@cms.hhs.gov
Phone: 1-410-786-4586

OK

The Contact Information screen displays, by category, where to direct questions and provides phone numbers and/or email addresses, along with individual names, if appropriate.

Below is a list of some additional helpful contacts:

List of Contacts

HITS User ID

Don Freeburger 410-786-4586

MDCN Network

800-908-2069

HPMS

Kristin Finch 410-786-2873

Tim Hoogerwerf 410-786-9962

Greg Buglio 410-786-6562

HPMS Technical Help Desk 800-220-2028

hpms@nerdvana.fu.com

PBP

pbp@cms.hhs.gov

General Technical Kristin Finch 410-786-2873

MA Benefits Erik Thorne 410-786-3694

Pam Nicholson 410-786-0263

Part D Benefits Dale Summers 410-786-6618

Mel Sanders 410-786-8355

Summary of Benefits/Marketing

[summaryofbenefits@cms.](mailto:summaryofbenefits@cms.hhs.gov)

hhs.gov

MA Benefits Deborah Long 410-786-0641/214-767-4458

Anne Avery 410-786-6557

Part D Benefits Dale Summers 410-786-6618

Mel Sanders 410-786-8355

